

FOUNDED 1936



LINCOLN MEMORIAL  
GARDEN

Summer, 2024

Dear Vendor,

We would like to invite you to participate in the Garden's 2024 Fall Harvest Festival by displaying, selling and/or demonstrating your craft or artwork. This is the 55th year for the two-day fall fundraising festival, which usually draws over three thousand people. It is a family-oriented event featuring food, entertainment, children's activities, and crafts. We hope you will join us for this year's festival on October 12<sup>th</sup> and 13<sup>th</sup>. **Please note: This year we will open at 9 a.m. on Saturday and 10 a.m. on Sunday.** The festival will close at 4:00 p.m. on both days. The festival will be held on Garden property located on the east side of East Lake Shore Drive.

We continue to actively seek new artisans, particularly those who concentrate on living history demonstrations and historic/traditional or nature-related crafts.

Examples of historic/traditional arts and crafts are: spinning and weaving, chair caning, flintknapping, metal and wood working, pottery, broom making, and knitting using natural fibers. Examples of nature-related crafts are: bird houses and feeders, nature photography, plants, herbs, dried and pressed flower crafts, gourds, paper making, and other items emphasizing nature in some way.

Please read the enclosed guidelines and return the registration form as soon as possible, if you plan to participate. Please note the vendor fee is \$50 for **each** 15'X15' space. A limited number of spaces with electricity are available for an additional \$10.

**Please bring your own chairs, tables, tent and any other items needed for booth.**

If you have any questions or are unsure if your craft qualifies in a certain category, or would like to setup on Friday, please contact vendor coordinators Karen Rogers (217-801-7116) or me (217-529-1111). We look forward to having you at the Fall Harvest Festival this year.

Sincerely,

Joel Horwedel  
Executive Director

**LINCOLN MEMORIAL GARDEN  
FALL HARVEST FESTIVAL  
Vendor Guidelines  
Saturday, Oct. 12 and Sunday, Oct. 13, 2024  
Saturday hours 9 a.m. to 4 p.m.  
Sunday hours 10 a.m. to 4 p.m.**

1. All participants will be located outdoors.
2. Pets are not allowed.
3. In case of inclement weather, the festival will still be held unless safety becomes a concern. If you choose not to participate, please call us informing us of your cancellation. All craft fees are non-refundable.
4. Vendors are required to provide their own tents, chairs, and tables.
5. Vehicular access to your site will be allowed - weather permitting. After unloading, you will be asked to move your vehicle to a designated parking area located in the parking grove. In the event of wet ground, vehicular access may be restricted in which case some assistance will be available for unloading and transporting material on a first come first serve basis. We ask that all exhibitors be in place by 8:45 a.m. on Saturday, and 9:45 a.m. on Sunday. **No vehicles will be allowed on the grounds after 9:00 a.m. on Saturday, 10:00 a.m. on Sunday, or before 4:00 p.m.** You may begin to set up as early as 7:00 a.m.
6. We encourage vendors who can teach or demonstrate **historic/traditional, or nature related\*** skills to please do so.
7. Friday setup can be arranged by contacting Karen Rogers prior to 10/10/2024.
8. Vendors are expected to stay the duration of both days. Those who do not return on the second day without previous notice, will not be asked back.
9. All crafts must be handmade and not purchased for resale. All vendors selling crafts will be charged \$50.00 per space. A limited number of spaces with electricity are available for an additional \$10 charge. Spaces will be 15x15.
10. In order to protect your equipment and/or your personal possessions, it is suggested that you or one of your workers stay with your equipment at all times. At no time, while your items are at the Garden or in transit, is the Garden to be considered responsible for those items.
11. **Spaces will be assigned as reservations are received.** To ensure you get the space you desire, it's recommended you send your application as soon as possible. Also, please note that if you require more room than 15x15 you will need to purchase 2 spaces.

\*Examples of **historic/traditional** crafts are: spinning and weaving, chair caning, flint knapping, metal and wood working, pottery, knitting using natural fiber, and broom making. Examples of **nature-related** crafts are: bird houses and feeders, nature photography, plants, herbs, dried and pressed flower crafts, gourds, paper making, and other items emphasizing nature in some way.

**2024 FALL HARVEST FESTIVAL  
VENDOR APPLICATION FORM**  
Oct. 12th 9 a.m. to 4 p.m. and Oct. 13th, 2024 - 10 a.m. to 4 p.m.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

My participation will include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Spaces needed \_\_\_\_\_

Electricity needed     Yes (\$10 additional Fee)     No

Amount enclosed \_\_\_\_\_     \$50.00 per space     \$60.00 per space w/elect.

I have read all of the conditions stated and implied in the attached guidelines. I understand that I am solely responsible for my person and property before, during, and after my participation in the Fall Harvest Festival. LINCOLN MEMORIAL GARDEN, LINCOLN MEMORIAL GARDEN FOUNDATION, its employees and volunteers are not responsible for any damage or loss to my property, equipment, or person before, during and after the Fall Harvest Festival. I hereby agree not to sue LINCOLN MEMORIAL GARDEN, LINCOLN MEMORIAL GARDEN FOUNDATION, any of its employees, or volunteers for any damage or loss to my property, or for my personal injuries.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return by September 25, 2024 to:**  
Fall Harvest Festival  
Lincoln Memorial Garden  
2301 E. Lake Shore Dr.  
Springfield, IL 62712  
Email: joel@lincolnmemorialgarden.org